



Personnel

SAFETY AWARDS

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AFI 36-2833, 23 October 2002, is supplemented as follows: It describes the United States Air Forces in Europe (USAFE) Safety Awards Program and the purpose, eligibility requirements, selection criteria, and nomination processes for each. This supplement applies to all USAFE units; it does not apply to US Air Forces Reserve Command (AFRC) or Air National Guard (ANG) units. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records* and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at: <https://webrims.amc.af.mil>.

SUMMARY OF REVISIONS

This document has been revised and should be reviewed in its entirety. This revision modifies the format to align with the current version of the basic publication, changes the approval authority of USAFE Annual Safety Awards from Commander, United States Air Forces in Europe (COMUSAFE) to Safety Directorate (HQ USAFE/SE), removes the Safety Achievement Award, adds the Air Scoop Outstanding Safety Writer annual award, shortens the nomination for all USAFE safety awards to 22 lines, and adds a sample for the completion of AF Form 1206, **Nomination for Award**.

1.2. USAFE has established additional Command-level awards to complement the USAF Safety Annual and As-Occurring Awards Program (see **Section AC (Added)** through **Section AN (Added)**).

2.2.5. (Added) Forward nomination for USAFE Awards electronically, using Air Force Form 1206, not to exceed 22 lines, through the individual's or unit's wing safety office and wing commander to USAFE Safety Awards (HQ USAFE/SE). Send an information copy to applicable Numbered Air Forces (NAF) safety office.

2.2.5.1. (Added) Submit USAFE As-Occurring awards (USAFE Well Done Award and USAFE Professional Performer Award) in bullet or narrative format. As Occurring award nominations should be submitted as soon as practical after the event that promoted the recognition. Normally, process the award within

90 days to ensure timely recognition. As-Occurring awards will be accepted throughout the year as they occur.

2.2.5.2. (Added) Submit all USAFE Annual Safety Awards in bullet format. All USAFE Annual award packages need to be received by USAFE prior to 15 October of each year. All USAFE Annual award packages need to be received by USAFE prior to 15 November of each year.

95.1.1. (Added) Each eligible unit with a full-time ground safety staff may nominate itself for the appropriate National Safety Council Award. The parent wing or group can also nominate all eligible geographically separated units (munitions support squadrons (MUNSS), detachments, operating locations, etc.) for the Award of Commendation or President's Award Letter, whichever is appropriate (see **paragraph 93.** and **94.** of the basic publication).

95.1.2. (Added) After Ground Safety (HQ USAFE/SEG) receives the Air Force composite rate, they will transmit the information to all safety staffs. At that time HQ USAFE/SEG will suspense units to submit their National Safety Council Award nominations to HQ USAFE/SEG, Unit 3050, Box 165, APO AE 09094-0165 or to <mailto:usafe.seg@ramstein.af.mil>. Send an information copy to applicable NAF safety office.

Section AC (Added)–USAFE Annual Safety Awards (General)

112. (Added) Submission. Each wing may submit only one person per USAFE Annual Safety Award category with the exception of the USAFE Ground Safety Representative where two people may be submitted. USAFE Annual Safety awards include a congratulatory letter from the Commander, United States Air Forces in Europe (COMUSAFE), and a plaque.

113. (Added) Selection Procedures. Recipients of USAFE Annual Awards are selected using an awards board. The board, chaired by HQ USAFE/SE, is assembled with representatives from Flight Safety (SEF), Ground Safety (SEG), and Weapons Safety (SEW). The board reviews the nominations and selects those individuals most deserving of the awards.

Section AD (Added)–USAFE Outstanding Unit Safety Award

114. (Added) Purpose. This is USAFE's highest recognition for achievement in overall mishap prevention.

115. (Added) Eligibility. All units authorized a full-time safety staffs are considered for these awards. Flight, ground, and weapons safety disciplines (excluding small arms safety) are used to determine in which category a unit competes. The categories are as follows:

115.1. (Added) Category I: units with all three safety disciplines (flight, ground, and weapons).

115.2. (Added) Category II: units with two of the three safety disciplines.

115.3. (Added) Category III: units with one of the three safety disciplines.

116. (Added) Selection Criteria. Selections are based on contributions to safety disciplines at that location, as appropriate.

117. (Added) Nomination Procedures. Eligible organizations will submit AF Form 1206 including what category they are nominating themselves for, and a brief summary of their accomplishments for the award period. In describing the unit's significant achievements or mishap prevention programs, address such factors as mishap data, geographical area, traffic density problems, airfield construction or reconfigura-

tion, unit environmental working conditions, inspector general (IG), or similar reports which describe the program activities and efforts.

Section AE (Added)—Flight Safety Officer (FSO) and Noncommissioned Officer (FSNCO) of the Year Award

118. (Added) Purpose. These awards recognize a FSO and a FSNCO in USAFE who have made significant contributions to the unit or USAFEs flight safety program.

119. (Added) Eligibility. Any Officer or NCO assigned to a flight safety position (Major Command (MAJCOM) to Squadron level) is eligible for the Flight Safety Officer or NCO of the Year Award. A unit can nominate one FSO and one NCO; however, a nomination package must reflect the appropriate category, as these are two separate awards.

120. (Added) Selection Criteria. Selections are based on individual contributions to flight safety. AFI 36-2833, section C, paragraph 9, provides examples of actions worthy of consideration. Another example is the effective contribution an individual made to, or in support of, the overall USAFE flight mishap prevention program.

121. (Added) Nomination Procedures. The chief of safety nominates deserving individuals. In the event an individual serves as both chief of safety and FSO, the commander submits the nominations. Complete an AF Form 1206, including a brief summary of the individual's flight safety accomplishments during the award period. In describing FSO or FSNCO's significant achievements or support of the mishap prevention program, address such factors as weather conditions, mishap data, geographical area, traffic density problems, air field construction or reconfiguration, unit environmental working conditions, inspector general (IG), or similar reports which describe the individual's activities and efforts.

Section AF (Added)—USAFE General Safety Manager and Technician of the Year Awards

122. (Added) Purpose. These awards recognize individuals for outstanding achievement or significant contributions to ground safety.

123. (Added) Eligibility. Any military member, US citizen, or local national civilian, assigned full-time to a Unit Manpower Document (UMD) ground safety position, is eligible for these awards. Ground safety managers are eligible for the USAFE Ground Safety Manager of the Year Award. Ground safety technicians and specialists are considered for the USAFE Ground Safety Technician of the Year Award.

124. (Added) Selection Criteria. Selections are based on individual contributions to ground safety. AFI 36-2833, section C, paragraph 9, provides examples of actions worthy of consideration. Another example is the effective contribution an individual made to the overall USAFE ground mishap prevention program.

125. (Added) Nomination Procedures. The chief of safety nominates individuals. In the event an individual serves as chief of safety and ground safety manager, the commander submits the nomination. Complete an AF Form 1206, including a brief summary of the individual's ground safety accomplishments during the award period.

Section AG (Added)—USAFE Ground Safety Representative of the Year Awards

126. (Added) Purpose. This award recognizes unit-level ground safety representatives for outstanding management of their commander's programs.

127. (Added) Eligibility. Any unit ground safety representative is eligible for this award. Individuals assigned full-time to a Unit Manpower Document (UMD) ground safety position are not eligible for this award, but should be nominated for the USAFE Ground Safety Manager and Technician of the Year Awards. The board may select up to four individuals to receive this annual award.

128. (Added) Selection Criteria. Selections are based upon individual contributions to ground safety. AFI 36-2833, section C, paragraph 9, provides examples of actions worthy of consideration. Another example is the effective contributions to the unit, installation or to the overall USAFE ground mishap prevention program.

129. (Added) Nomination Procedures. The chief of safety nominates deserving individuals. Complete an AF Form 1206, including a brief summary of the individual's ground safety achievements.

Section AH (Added)–USAFE Weapons Safety Officer and Noncommissioned Officer of the Year Awards

130. (Added) Purpose. These awards recognize a weapons safety officer and a weapons safety NCO for outstanding achievements or significant contributions to weapons safety while assigned to a major operating base.

131. (Added) Eligibility. Any military member, US citizen, or local national civilian, assigned full-time to a UMD weapons safety position is eligible for this award. One officer and one NCO (or their civilian equivalents) will be selected annually.

132. (Added) Selection Criteria. Selections are based on individual contributions to weapons safety. AFI 36-2833, section C, paragraph 9, describes examples of actions worthy of consideration. Another example is the effective contribution an individual made to the overall USAFE weapons mishap prevention program.

133. (Added) Nomination Procedures. The chief of safety nominates deserving individuals. In the event an individual serves as chief of safety and weapons safety officer or NCO, the installation commander submits the nomination. Complete an AF Form 1206, including a brief summary of the individual's weapons safety accomplishments during the award period.

Section AI (Added)–USAFE Weapons Safety Officer and Noncommissioned Officer of the Year Awards: Munitions Support Squadron (MUNSS)

134. (Added) Purpose. These awards recognize a weapons safety officer and a weapons safety NCO for outstanding achievements or significant contributions to weapons safety when assigned to additional duty MUNSS safety positions.

135. (Added) Eligibility. Any military member, US citizen, or local national civilian, assigned to an additional duty position at a MUNSS is eligible for this award. One officer and one NCO (or their civilian equivalents) will be selected annually.

136. (Added) Selection Criteria. Selections are based on individual contributions to weapons safety. AFI 36-2833, section C, paragraph 9, describes examples of actions worthy of consideration. Another example is the effective contribution an individual made to the overall USAFE weapons mishap prevention program.

137. (Added) Nomination Procedures. The chief of safety nominates deserving individuals. In the event an individual serves as chief of safety and weapons safety officer or NCO, the installation commander

submits the nomination. Complete AF Form 1206, including a brief summary of the individual's weapons safety accomplishments during the award period.

Section AJ (Added)–USAFE Air Scoop Outstanding Safety Writer Award: Professional and Nonprofessional categories

138. (Added) Purpose. This award recognizes contributions to the Air Scoop Magazine in the form of a published article. Articles will be judged based on their contribution to flight, ground, or weapons safety.

139. (Added) Eligibility:

139.1. (Added) Professional category: Any military member, US citizen, or local national assigned to a safety position is eligible for the professional category of this award.

139.2. (Added) Nonprofessional category: Any military member, US citizen, or local national not assigned to a safety position or working in a safety capacity is eligible for the non-professional category of this award.

140. (Added) Selection Criteria. Selections are based upon the overall composition of the article and how it enhances safety awareness and/or imparts safety information to readers.

141. (Added) Nomination Procedures. The editor of the Air Scoop will review prior-year published Air Scoop submissions and assemble a package of the articles of each category. The awards board will select a nominee in each category and HQ USAFE/SE will approve the selections.

Section AK (Added)–USAFE As-Occurring Awards (General)

142. (Added) Eligibility: Personnel permanently assigned to, attached, or deployed to USAFE, should be submitted for the appropriate USAFE safety award if they performed an act that meets the criteria of a USAFE As-Occurring award. Deployed individuals should only be recognized with an award by one major command for a particular action.

143. (Added) Includes: All As-Occurring Awards include a certificate and congratulatory letter from COMUSAFE, and an article highlighting their actions will appear in Air Scoop magazine.

Section AL (Added)–USAFE Well Done Award

144. (Added) Purpose. This award recognizes those who averted or minimized the seriousness of a flight mishap through outstanding feats of airmanship or other conspicuous service in support of flight safety.

145. (Added) Eligibility. Airscrews and others who directly support flying operations are eligible. More than one person (i.e. an aircrew) may be submitted for the same incident.

146. (Added) Selection Criteria. The criteria in AFI 36-2833, section Z, paragraph 101, are applicable.

147. (Added) Nomination Procedures. When a commander or supervisor believes an individual or individuals in their organization deserve a USAFE Well Done Award, they must investigate thoroughly to ensure only truly superior performance is recognized.

147.1. (Added) If the act meets the criteria for the USAFE Well Done Award, complete an AF Form 1206 within 90 days of the act for which the individual is nominated.

147.2. (Added) Complete a separate AF Form 1206 for each person being nominated for the event, describing how his or her actions contributed to and affected the outcome of the situation.

147.3. (Added) Include the information required by AFI 36-2833, section Z, paragraph 102, together with an electronic (JPEG) photograph of the nominee taken beside either the aircraft or in the work environment. Nomination for this award does not affect recommendations for awards covered in AFI 36-2803, *The Air Force Awards and Decoration Program*.

148. (Added) Selection Procedures. The HQ USAFE Safety Awards monitor reviews the nomination and makes a recommendation to HQ USAFE/SE, who approves the award.

Section AM (Added)–The USAFE Professional Performer Award

149. (Added) Purpose. The Professional Performer Award recognizes outstanding individuals in one or both categories described below.

149.1. (Added) An individual who, on a single occasion, performs assigned duties with such special attention to detail as to discover and correct a problem with a potential for causing or contributing to a flight, weapons, or ground mishap. For example, an individual finds a problem with an aircraft and prevents the aircrew from flying the unsafe aircraft. This award should not be submitted for long-term performance, unless it is for a specific event such as cataloging all site plans or overseeing a major construction project.

149.2. (Added) An individual who consistently performs assigned duties with such special attention to detail and increased safety awareness that their high performance standards result in a safer work environment and increased safety consciousness of fellow workers in any workplace on the installation.

150. (Added) Eligibility. Any military member, US citizen, or local national civilian, assigned either full or part time, is eligible for this award.

151. (Added) Selection Criteria. To be considered for nomination, the individual must perform assigned duties in accordance with either or both criteria stated in the purpose.

152. (Added) Nomination Procedure. Supervisors complete and submit to the installation commander an AF Form 1206. If approved, the commander forwards the nomination package to the installation chief of safety who ensures the nomination format is correct, validates the criteria and forwards the nomination package to the installation commander for final approval. In turn, the chief of safety forwards the approved nomination package, including photograph, to Flight Safety (HQ USAFE/SEF), within 90 days after approval. Nomination for this award does not affect recommendations for awards covered in AFI 36-2803, *The Air Force Awards and Decorations Program*.

153. (Added) Selection Procedures. The HQ USAFE Safety Awards monitor reviews the nomination and makes a recommendation to HQ USAFE/SE, who approves the award.

Section AN (Added)–USAFE Motorcycle Safety Instructor Award

154. (Added) Purpose. This award recognizes base-level motorcycle safety instructors for superior performance or significant contributions to safe motorcycling.

155. (Added) Eligibility. Chiefs of safety may nominate Motorcycle Safety Foundation- certified instructors who are currently active in USAFEs two-wheeled motor vehicle mishap prevention efforts.

156. (Added) Selection Criteria. Selections are based upon the individual's contribution to motorcycle safety. Areas to consider are involvement in base programs and contributions to USAFE motorcycle safety efforts.

157. (Added) Nomination Procedures. The chief of safety nominates individuals whose performance is superior and whose contribution to safe motorcycling is significant. Include a brief summary in bullet or narrative format, not to exceed 22 lines of the individual's motorcycle safety achievements. Submit nominations through the wing or group commander and appropriate to HQ USAFE/SE.

158. (Added) Selection Procedures. Ground Safety (HQ USAFE/SEG) reviews the nomination and makes a recommendation to HQ USAFE/SE, who approves the award.

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 36-2803, *The Air Force Awards and Decorations Program*

AFI 36-2833, *Safety Awards*

Abbreviations and Acronyms

COMUSAFE—Commander, United States Air Forces In Europe

FSNCO—Flight Safety Noncommissioned Officer

FSO—Flight Safety Officer

HQ USAFE/SE—USAFE Safety Directorate

HQ USAFE/SEF—USAFE Flight Safety

HQ USAFE/SEG—USAFE Ground Safety

HQ USAFE/SEW—USAFE Weapons Safety

IG—Inspector General

MUNSS—Munitions Support Squadrons

NAF—Numbered Air Force

NCO—Noncommissioned Officer

UDL—Unit Document Listing

UMD—Unit Manpower Document

USAFE—United States Air Forces in Europe

Attachment 3 (Added)

AF FORM 1206, NOMINATION FOR AWARD

A3.1. Sample on the Nomination for Award Format

NOMINATION FOR AWARD		
AWARD USAFE SAFETY AWARD	CATEGORY (If Applicable)	AWARD PERIOD FY04
RANK/NAME OF NOMINEE (First, Middle Initial, Last) MSGT/WALLY T. WRINKLE	SSN (Enter Last 4 Only) 0000	MAJCOM, FQA, OR DRU USAFE
DAFSC/DUTY TITLE IT000/CHIEF SAFETY EXPERT	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 480-1111 COMM: 49-6373-47-1111	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE USAFE/SE/UNIT 3050 BOX 165/RAMSTEIN AB GE/APO/AE/09094-0165		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) / COMMANDER'S TELEPHONE (DSN & Commercial) LT COL/CLYDE D. COMMANDER/DSN: 480-1111 COMM: 49-6373-47-1111		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format) <ul style="list-style-type: none"> - Use uppercase for all blocks, with the exception of specific accomplishments - Abbreviate ranks. Don't use a period between Lt and Col in LT COL - Use two-letter country codes - Left justify bullets. Text begins single space after bullet and is also left justified <ul style="list-style-type: none"> -- Begin sub bullets after second space. Text begins single space after bullet -- Ensure all bullets and text are lined up for the length of the page <ul style="list-style-type: none"> --- Begin sub sub bullets after 6 spaces. Text begins single space after bullet - Begin all lines with a bullet, sub-bullet or sub-sub bullet - Do not end each bullet with a period. Other punctuation, such as exclamation marks can be used for emphasis. - Line up text that wraps around the end - Use mixed case for information - Limit USAF Annual awards to 22 lines <ul style="list-style-type: none"> -- USAF Awards can be a page long - Use AF Form 1206, version 3 for all submissions <ul style="list-style-type: none"> -- Please don't add any fancy features that make further editing difficult (read only etc) 		

WALTER E. SCALES, Colonel, USAF
Director of Safety